



State of Delaware  
Office of Management and Budget  
410 Federal Street, Suite 1  
Dover, DE 19901  
(302) 739-3613

**Posting # 10-05-23**

**CONSERVATION TECHNICIAN IV**  
(CDL Drug/Alcohol forms required with application)

**Opening Date:** November 21, 2005

**Closing Date:** December 7, 2005

**A Vacancy Exists**

**Salary:** \$27,415 - \$34,269 (Minimum - Midpoint) Pay Grade 9

**Location:** Kent County (Please check this county on your application), Division of Facilities Management, 192 Transit Lane Dover, DE 19901

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**Summary Statement:** This level describes a first line supervisor whose primary focus at this level is in a specialty area of natural resources such as horticulture, arboriculture, landscaping, pesticide application program or implementing complex projects and operating the most complex equipment. Review of work typically occurs after completion of project or when problems or exceptions occur.

**Minimum Qualifications:**

Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in a disqualification.

Applicants must have education, training and/or experience demonstrating competence in each of the following areas. Failure in any one area will result in a rating of "not qualified."

1. Experience in the operation and maintenance of motor vehicles, landscaping or groundskeeping equipment, hand tools and supplies.
2. Experience in the fields of horticultural and/or arboricultural.

3. Knowledge of the principles and practices of supervision.

Applicants should list all applicable coursework and/or experience in management or supervision.

4. Knowledge of recordkeeping, document maintenance and report preparation.
5. Ability to lift 50 pounds without assistance on a frequent basis.
6. Ability to communicate effectively.

**Examination:** This application is evaluated based upon a rating of training and experience. Applicant must pass a strength and agility test at the time of interview.

**License, Registrations and Certifications:**

Possession of a valid driver's license is required at time of application.

Possession of a Category 3 Pesticide Certification is required by the end of probationary period.

Possession of a CDL Class "B" driver's license before the end of the probationary period.

Effective January 1, 1995, positions in this class are subject to pre-employment drug testing and post employment drug and alcohol testing in accordance with the Omnibus Transportation Employees Act of 1991. In accordance with Federal Motor Carrier Safety Regulations 382.413, the Office of Management and Budget is required to obtain alcohol and controlled substance test information maintained by current and/or prior employers for the preceding two year period. Release forms must be signed and submitted with your application. Release forms can be obtained on line or at the Office of Management and Budget Human Resources Office.

**Essential Functions:**

- Applies conservation and preservation principles and practices in support of the management of the state's natural resources which includes such activities as propagating, seeding, transplanting, cultivating, harvesting and care of trees, flowers, shrubs, lawns and crops to include turf/grounds management, pest management, herbicide/fertilizer application, layout and design, assessment of soil composition and environmental conditions.
- Performs maintenance and repairs in a variety of labor/trades fields such as plumbing, electrical, carpentry, painting, welding, construction, grounds maintenance and assists higher level personnel on large scale projects.
- Operates marine, land-based and construction equipment and vehicles.
- Maintains and repairs a variety of equipment/vehicles.
- Provides information to the public as requested or responds to inquiries regarding agency initiatives/programs.

- Ensures the safe usage of state owned, managed, and/or maintained grounds and facilities by the public.
- Completes standard forms/applications; maintains records and reports detailing daily activity, tool and equipment inventory, fuel and service logs and related activities.
- First line supervision is exercised over at least two or more merit full time positions per the Merit Rules that includes positions up to Level III. The elements of supervision include planning, assigning, reviewing, evaluating, coaching, training, and recommending hire/fire, discipline. Supervision must include responsibility, as needed, for providing documentation to support recommended corrective and disciplinary actions, signing performance plans and appraisals and resolving informal grievances.

**Conditions of Employment:**

Direct deposit of paychecks is required as a condition of employment.

Qualified applicants must be willing to work outdoors in all temperatures and weather conditions.

**Benefits:** To learn more about the comprehensive benefit package please visit the web-site at <http://delawarepersonnel.com/benefits/programs>

**Submitting your Application:**

- **Apply on-line at [www.delawarestatejobs.com/postings](http://www.delawarestatejobs.com/postings) (applications will be routed automatically to the recruiting agency).**
- If you can not apply on-line, paper applications can be submitted to one of the following locations.

OFFICE OF MANAGEMENT AND BUDGET, Management Services, Human Resources Office, Margaret O'Neill Building, 410 Federal Street, Suite 1, Dover, DE 19901. Fax: (302) 739-1181. For additional information contact the DAS Human Resources Office at (302) 739-3613;

HUMAN RESOURCE MANAGEMENT, Townsend Building, 401 Federal Street, Suite 5, Dover, DE 19901 Phone: (302) 739-5458 Fax: (302) 739-2327

HUMAN RESOURCE MANAGEMENT, Carvel State Office Building, 1<sup>st</sup> Floor, 820 North French Street, Wilmington, DE 19801 Phone: (302) 577-8277 Fax: (302) 577-3957

HUMAN RESOURCE MANAGEMENT, Delaware Technical and Community College Campus, P. O. Box 610, Georgetown, DE 19947 Phone: (302) 856-5966 Fax: (302) 856-5969

**Attachments to Applications:**

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting or needed for scoring purposes such as but not limited to a DD214, resumes or transcripts, please send or fax to the recruiting agency before or on the specified closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by a State of Delaware Application.

**Accommodations:**

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

**The State of Delaware - An Equal Opportunity and Affirmative Action Employer**



## **NOTICE TO APPLICANTS**

### **OMNIBUS TRANSPORTATION EMPLOYEES TESTING ACT OF 1991**

#### **EFFECTIVE JANUARY 1, 1995**

The Office of Management & Budget is subject to the provisions of the Omnibus Transportation Employees Testing Act of 1991 for positions requiring a Commercial Drivers License as a condition of employment and subject to PART 383 of the Federal Motor Career Regulations.

These positions include those in the Supply , Storage & Distribution Series and others as noted on the job announcement(s).

A confirmed negative Pre Employment Drug Test is required for employment. The drug test will be scheduled when a conditional offer of employment is made. A confirmed positive drug test or refusal will result in denial of employment.

Under the Federal Motor Career Regulations, PART 382.413, the Office of Management & Budget is required to obtain records maintained by current/prior employers under 382.401 (b) (1) (i) through (iii) concerning alcohol test results with a concentration of .04 or greater, positive drug test results and refusals to be tested within the preceding 2 years. Accordingly, you are required to provide name(s) and address(es) including mailing address, city, state and zip code of current/prior employer(s), dates of employment and position(s) held. Such review may be conducted at any time following application but will be conducted prior to employment. Any applicant refusing to consent to release of such records will be denied employment.

Applications for employment in positions covered by the Office of Management & Budget Drug & Alcohol Testing Program will be rejected unless accompanied by a signed "Applicant Consent Form I for Release of Alcohol and Controlled Substances Test Information by Previous Employers" and a signed "Applicant Consent Form for Pre-Employment Drug Testing" in accordance with PART 382.413 of the Federal Motor Carrier Regulations.

Questions about pre-employment testing should be directed to Denise Robbins, Office of Management & Budget Human Resources Office (302) 739-3613.



## APPLICANT CONSENT FORM I

### RELEASE OF ALCOHOL AND CONTROLLED SUBSTANCES TEST

#### INFORMATION BY PREVIOUS EMPLOYERS

In accordance with Part 382.413 of the Federal Motor Career Safety Regulations, I hereby give my consent to my current/prior employer(s) to release to the Office of Management & Budget the following information maintained under §382.401(b) (i) through (iii) for the preceding 2-year period:

1. Any and all alcohol tests with a concentration result of .04 or greater.
2. Any and all positive controlled substances test results.
3. Any and all refusals to be tested.

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Applicant's Signature

Date

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Applicant's Printed Name

(NOTE TO APPLICANT: Failure to sign and return this form will result in rejection of application.)

#### For Employer's Use Only

Employer's Name

Signature of Individual Completing Form

Employer's Address

Employer's Phone #



## APPLICANT CONSENT FORM II (PRE-EMPLOYMENT DRUG TESTING)

\*In accordance with the Omnibus Transportation Employers Testing Act of 1991

(For positions requiring a Commercial Driver's License as a condition of employment and subject to Part 383 of the Federal Motor Carrier Regulations.)

I understand that as an applicant for a position as referred to above, that I will be subject to pre-employment drug testing if I receive a conditional offer of employment.

I understand that a confirmed negative drug test result is required for employment and that a refusal to test will result in denial of employment.

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Applicant's Signature

Date

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Applicant's Printed Name

(Note: Failure to sign and return this form will result in rejection of application.)